WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 23 FEBRUARY 2016 AT 4.00PM

PRESENT

Councillor J Meyer (Chairperson), (replaced by Councillor Farrant following Item 6.1 on the agenda), Mayor D Ayers, Deputy Mayor K Felstead, Councillors W Doody, and R Brine

IN ATTENDANCE

Councillor Barnett, Messrs G Cleary (Manager Utilities and Roading), K Stevenson (Roading Manager), K Simpson (Three Waters Manager), Mrs J Fraser (Utilities Planner) and Mrs A Smith (Committee Advisor).

1. APOLOGIES

Councillor Brine noted an apology for departure from 5.30pm. The meeting subsequently finished before this time.

2. CONFLICTS OF INTEREST

There were no conflicts of interest noted.

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Utilities and Roading Committee held on Tuesday 15 December 2015

Moved Deputy Mayor Felstead seconded Councillor Doody

THAT the Utilities and Roading Committee

(a) Confirms as a true and correct record the minutes of a meeting of the Utilities and Roading Committee held on Tuesday 15 December 2015.

CARRIED

4. MATTERS ARISING

5. DELEGATION
6. REPORTS

6.1 Appointment of Chairperson – Utilities and Roading Committee – Gerard Cleary (Manager Utilities and Roading)

Mr Cleary spoke to this report seeking confirmation of the appointment of a Chairperson for the Utilities and Roading Committee until October 2016,

Moved Mayor Ayers seconded Councillor Brine

THAT the Utilities and Roading Committee

(a) Receives report No 160211011001.
(b) Appoints Councillor Farrant as Chairperson of the Utilities & Roading Committee from 23 February 2016 to the end of the electoral term on 7 October 2016.

CARRIED

At this time, Councillor Farrant assumed the Chair.

6.2 Reallocation of Drainage Capital Budget – Owen Davies (Drainage Asset Manager)

O Davies and K Simpson presented this report. This request is to reallocate funding from two projects this year to drainage work associated with Good Street/Blackett Street roundabout, to put a short length of drainage underneath the roundabout.

Mayor Ayers noted that Middlebrook created quite a few problems in June 2014, and asked what work has been done on this. Mr Simpson said there has been a budget set for this work, for approximately $200,000. Some investigation work has been undertaken for the best measures for Middlebrook but what will be the best long term solution is yet to be determined. The budget is set aside for addressing these issues.

Moved Deputy Mayor Felstead seconded Councillor Brine

THAT the Utilities & Roading Committee:

(a) Receives report No. 160211010999
(b) Approves the reallocation of $38,000 from the Harrod Place Piping budget and $69,000 from the Middle Brook Piping budget to carry out drainage works in conjunction with the Good Street / Blackett Street Intersection Upgrade (estimated expenditure $87,625).
(c) Circulates this report to the Rangiora Community Board for their information.

CARRIED
6.3 Council Service Location through the Beforeudig Service – Sean de Roo (Utilities Engineering Officer)

S de Roo and K Simpson presented this report which is looking at having a consistent approach to contractors working in road reserves to protect 3 Water assets through the Beforeudig process and to present the draft Underground Service Locating Policy. It was noted that only a small number of competent contractors mark out Council services. There is a risk of a major asset being hit, which could impact on the provision of water and sewer services, until the asset is fixed. There will be a pamphlet provided highlighting the contractors responsibilities.

Councillor Barnett asked if there was anything in the information provided on the standards of repairs that are expected. Mr de Roo noted that this is part of the Roading departments Corridor Access Request (CAR) process.

Mr de Roo advised that currently most local contractors are aware of the Beforeudig process. Mr Simpson added that this is largely “business as usual”, except for where a contractor is operating close to a major Council water main, and this is considered to be an important provision to protect services and have staff overseeing contractors. This is consistent to other utility providers such as power (Mainpower) and telecommunication services (Chorus/Transfield) and other Councils. This is seen as a degree of prevention rather than having to provide maintenance after damage has been caused to the Council’s network.

Councillor Farrant asked is there a cost for contractors in being involved with the Beforeudig process. WDC is signing up for the provision of water utility plans Beforeudig. This costs approx. $4.50 per process.

Moved Councillor Brine seconded Mayor Ayers

THAT the Utilities & Roading Committee recommends

THAT the Council:

(a) Receives report No. 160212011096.

(b) Approves the draft Underground Service Locating Policy.

(c) Notes the following proposed approach for locating and protecting assets as part of Beforeudig applications:

1. Contractors will be responsible to locate and protect Council assets shown on the service plans provided as part of the Beforeudig process.

2. Council will mark out its assets, if requested by the contractor, using GPR and potholing. This service will be provided by the Council’s Water Unit and charged to the contractor.

3. Council will require a stand over for working near critical assets (criticality A or AA). The stand over will be provided by the Council’s Water Unit and charged to the contractor.

4. Council will locate any assets not in the vicinity shown on the service plans that the contractor has not been able to locate and update the asset records at Council cost.
(d) **Notes** that a pamphlet will be prepared and issued with all service plans that will highlight the Council’s process, indicative charges, each parties responsibilities and reinforce our standard disclaimer.

(e) **Delegates** authority to Management Team to approve final pamphlet for the Beforeudig process.

**CARRIED**

### 6.4 Ashley Rural Water – Councillor Peter Farrant

Councillor Farrant spoke to this report, noting he had first raised concerns at the beginning of this Council term, regarding the management of the Ashley Rural Water Scheme and lack of communication from Hurunui District Council (HDC). These concerns have now been realised. There has been no consulting with the community to date. HDC propose to bring water from the Amberley supply to the users of the southern end of the Ashley Rural Water Scheme., which is primarily a WDC ratepayer base. The WDC ratepayers in this area are not going to be aware of proposed changes to their water supply. There is some degree of urgency in how to react to this in the best interest of the WDC ratepayers in our district. There is concern with the lack of consultation and the quality of water coming from the Amberley scheme. There is no health implications with this water, but nuisance implications with impact on white ware and hot water cylinders. In the earlier days there was a degree of consultation and advice coming from Hurunui Council but in recent times decisions are being made by the Water committee and this is not being conveyed to WDC.

Councillor Farrant also noted that the HDC Chief Executive has indicated that there will be no Waimakariri District Council representation on the new Water Committee.

There has been no attempt to advise WDC staff or Councillors around this table of the proposed significant outcomes. There is a range of issues that have not been dealt with, noting that the population growth in Amberley could possibly impact on the supply of water to the southern part of the scheme.

Councillor Farrant believes WDC has an obligation to our ratepayers to advise them of the change in the source of their water supply. The Council needs to consider the implication of hard water in the area and the total loss of representation for a proportion of our ratepayers. The community needs to be consulted with on this and Councillor Farrant would like to get the ball rolling with this.

Gerard Cleary advised they have had preliminary discussions with his counterpart in Hurunui, a joint Section 17A review of the service. This would seem a good way to get on with this process. Gerard spoke to the supplementary information he had provided on the agenda.

Jim Palmer observed that the Chief Executive at Hurunui has indicated a willingness for a Section 17A review, but there is also the issue of delivery of the service. If the proposed level of service is not comfortable in our district, further questions will require further engagement and assessment work undertaken. It would be preferable for both Waimakariri and Hurunui to pursue this.

Mr Palmer believes it is important to approach Hurunui in the first instance. Mr Cleary said staff will try to progress this as far as they can before April,
and scope a way forward, with a cost estimate, and could achieve a reasonable amount in this time. A Workshop in April would be recommended.

Following a question from Councillor Barnett, Mr Cleary noted that there has been no previous work done on analysing the costs of transferring the water supply to this district and the Ashley Township water.

Of the areas in the Ashley Rural Scheme, Councillor Farrant advised that the population split is 65% live in the Waimakariri, excluding residents numbers in Amberley, Leithfield or Leithfield beach.

For clarification, Councillor Farrant advised that it is intended that the Ashley Water Committee is to be included in the Amberley Ward Committee. Mayor Ayers did note that no decision of the Hurunui Council has been made on the Committee.

Councillor Barnett asked if the distribution of population (as in over two Districts) had any impact on this situation, Mr Palmer said it is not anticipated that this would be a factor, as the delivery of water services is to be provided to all residents. Under the Governance under LGNZ there is a 3 Waters Project, looking at greater opportunities for Council collaboration, and for amalgamation of the delivery of supply.

Deputy Mayor Felstead, in just looking at the overhead, in Stage 1, is it thought that this would be useful? This may raise expectations with residents. From the point of view of the community, savings in rate is a catalyst but locking the community into an undesirable source of water is the bigger issue.

Mr Palmer said it is how comfortable the Council are with the level of water being provided to residents in our District. Could the current service be delivered more efficiently from WDC and if so, then how would that work in reality? This would be something the staff would have to work through. Mr Palmer questioned whether the current scheme could provide a water supply that is a secure long term option.

Moved Councillor Farrant seconded Councillor Brine

THAT the Utilities & Roading Committee

(a) Receives report no. 160216012540

(b) Recommends to Council that staff carrying out a budget comparison using the 2015/16 Ashley Rural Water budget (HDC) as the template to determine the overhead component that would apply if WDC were operating the network along the same lines as for all other existing WDC district water networks.

(c) That a report will be presented to U&R in April 2016 with the results of the exercise with any decision to further consultation and or carry out a customer survey with the affected residents to be deliberated at this meeting.

(d) Any further investigation work and or communication with HDC to be developed via a U&R workshop post public consultation with a view to evolving longer term separate or shared service management and or ownership structures for the area of the Ashley Rural Water Network within the WDC district Boundary.
Councillor Farrant said any information that comes back in April will be the foundation for where this Council goes next and where we need to proceed. Councillor Farrant reinforced the need for the community to be consulted so they can make comment. Normal practice of this Council is that this community would have been consulted with already, and there would be a fairly good indication as to the type of concerns that residents have. Since the scheme was developed in 1971, there is a very different land use in the southern area. There is not a current state of play of the expectations of users of the scheme.

Councillors Brine believes this appears common sense and can see no harm in this proceeding. This is due diligence by the Council and it is important in the interests of residents on the north side of the Ashley River and their water supply.

Mayor Ayers believes this Council needs to move cautiously and don’t know how the community will respond. Council should take notice of the governance issues. There is no regular water supply committees here in Waimakariri. The quality of water supply is important for residents of this district, with 3,500 residents north of the River. There are four or five WDC schemes which are not meeting standards, and important to look at timeframes in place for other districts schemes. The capacity for the infrastructure in the future could be an issue under the Ashley Scheme.

Councillor Barnett spoke as Ward Councillor, is concerned about the amount of staff time involved if there isn’t to be a positive outcome. Councillor Barnett is also very concerned with raising community expectations. It is important that WDC should be working collaboratively with HDC to give the best possible water solutions to the residents in “our patch”. The Governance aspect of this issue is the number one important issue and WDC needs representation on this matter. Is cautious about criticising other Councils about their consultation processes that they are following. Councillor Barnett said she had received far more complaints on water from residents in her Ward, from south of the river than on the other side. The practicality of issues will override the talk of overheads and the costs of day to day running of the scheme. Councillor Barnett believes that Hurunui will want to recoup some money if it is suggested Waimakariri take over the scheme.

In response, Councillor Farrant noted that the people in that area have not been advised of proposals in any way, there has been no consultation at all. There has been no evidence highlighted the need to go out to the community.

There are no water supply committees in WDC, but there is Water Advisory Boards. It is not clear in the south part of the Ashley Rural Scheme on how things can be acted on. There is only one significant producing bore in the Amberley township Leithfield area, if there was any issue with the supply from this bore, this could impact on the southern area of the scheme. Councillor Farrant noted that there are groups established who have concerns with the current level of service provided. With Amberley and Leithfield Beach now part of the Ashley Rural Water scheme, this has changed the community of interest from what the original scheme was created for. Councillor Farrant believes there needs to be further consideration of options, done in collaboration with Hurunui District Council.
6.5 Ashley Rural Water – Supplementary Information Memo – Gerard Cleary (Manager Utilities and Roading)

Mr Cleary provided information in relation to item 6.4 above, which was referred to in discussion.

7. REPORT FOR INFORMATION ONLY

7.1 Rangiora Town Centre – Changes to High Street Streetscape Plan – Ken Stevenson (Roading Manager) and Joanne McBride (Civil Projects Team Leader)

(refer to copy of report no. 151123155258 to the Rangiora Community Board meeting of 9 December 2015)

7.2 Request to Engage On Grade Drainage and Excavation Ltd to Relay Sewer across 230 Williams Street – Gary Boot (Project Delivery Manager) and Paul Reed (Engineer)

(refer to copy of report no. 160215012023 to the Management Team meeting of 15 February 2016)

Moved Councillor Brine seconded Deputy Mayor Felstead

THAT the information in Items 7.1 – 7.2 be received

CARRIED

8. PORTFOLIO UPDATES

8.1 Roading and Residential Streetscape – Cr John Meyer

Councillor Meyer said he has been receiving a few comments on the standard of patch up road works and whether this has been a concern to staff. Mr Cleary said there is always questions on the level of service and it is intended to bring to the U&R Committee to have discussion on better reporting on what is currently being done in terms of compliance and contractor performance. Also good for staff to get a feel for the expectation of levels of service. The funding stream for roading is also to be looked at, with funding levels going down and the expectation from communities for better roads.

8.2 Stockwater and Drainage – Deputy Mayor Kevin Felstead

Deputy Mayor Felstead noted that the Annual Plan rating impact is not included in the agenda for Oxford Rural Drainage Advisory Group, observed that this is important information.

8.3 Utilities (Water Supplies and Sewer) – Cr Peter Farrant

Nothing further to note.
8.4 **Solid Waste—Cr Robbie Brine**

Nothing to report

9. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

*Section 48, Local Government Official Information and Meetings Act 1987*

Moved Councillor Farrant seconded Mayor Ayers

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Report of Kitty Waghorn (Solid Waste Asset Manager)</td>
<td>Southbrook RRP/Transfer Station</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.2</td>
<td>Report of Oana Macarie (PDU Engineer) and Ric Barber (Wastewater Asset Manager)</td>
<td>Contract 15/70 Oxford Wastewater Renewal 2015/16 Tender Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.3</td>
<td>Report of Ric Barber (Wastewater Asset Manager) and Paul Reed (EQ Recovery Water and Wastewater Discipline Leader)</td>
<td>Contract 15/14 New Charles Street Pump Station Tender Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.4</td>
<td>Report of Ric Barber (Wastewater Asset Manager) and Paul Reed (EQ Recovery Water and Wastewater Discipline Leader)</td>
<td>Contract 15/35 Sneyd Street Sewage Pump Station and Pumping Main Tender Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.5</td>
<td>Report of Oana Macarie (PDU Engineer) and Ric Barber (Wastewater Asset Manager)</td>
<td>Contract 15/50 Wastewater Renewals 2015-2016 Tender Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.6</td>
<td>Report of Ric Barber, (Wastewater Asset Manager)</td>
<td>Contract 15/71 Rangiora WWTP Upgrade – Expression of Interest for Main Works Contract</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>9.7</td>
<td>Report of Daniel Thompson (Special Projects Manager) and Ken Stevenson (Roading Manager) to Management Team</td>
<td>Approval to Award Contract 15/79 – Council Precinct and Durham Street Upgrade</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 – 9.7</td>
<td>Protection of privacy of natural persons&lt;br&gt;To carry out commercial activities without prejudice</td>
<td>A2(a)&lt;br&gt;A2(b)ii</td>
</tr>
</tbody>
</table>

CLOSED MEETING

Resolution to resume in Open Meeting

Moved Councillor Farrant seconded Mayor Ayers.

(a) THAT the open meeting resumes and the business discussed with the public excluded remains public excluded except for recommendations (b), (c) and (d) Item 9.1 be made public and that the recommendations for items 9.2 to 9.7 be made public, when it is considered appropriate

CARRIED

OPEN MEETING

9.1 Southbrook RRP/Transfer Station: Extension of Sunday Opening Hours – Kitty Waghorn (Solid Waste Asset Manager)

(b) Approves a variation to the Southbrook transfer station operation & maintenance contract to extend Sunday opening hours by 4 hours at a cost of $89,300 to be implemented from 20 March 2016 to the end of the contract term (5 January 2018).

(c) Notes that staff will report to the Utilities & Roading Committee on the outcomes of a full review of the following solid waste contracts, which will include assessments of varying the current terms of these contracts:
   i. Southbrook transfer station operation & maintenance
   ii. Oxford transfer station operation & maintenance
   iii. Kerbside recycling & refuse collection

(d) Notes that staff will liaise with Waste Management and the WDC Communications Team to prepare promotions around the change in Sunday opening hours

CARRIED

10. QUESTIONS

There were no questions.
11. **URGENT GENERAL BUSINESS**

There was no urgent general business.

There being no further business, the meeting closed at 5.27pm

CONFIRMED

___________________________  Chairman

___________________________  Date

**WORKSHOP**

At the conclusion of the meeting, Ken Stevenson conducted a workshop on the Cycleways Project.